



Written Report: Grades 9-12

Teacher Name: Mrs. Sands

Student Name: _____ **Reviewer Name:** _____

Date: _____

Project: Hero Comparison Project

CATEGORY

RESPONSIBILITIES

Conventions

- ☐ I have used correct grammar.
- ☐ I have used correct punctuation.
- ☐ I have checked my spelling.
- ☐ Stylistic effects enhance the report. They do not distract the reader.

Fluency

- ☐ My sentences build logically upon the one(s) before.
- ☐ The meaning of each of my sentences is clear.
- ☐ My sentences flow easily from one to another.
- ☐ There are no run-on sentences.
- ☐ There are no incomplete sentences.
- ☐ I maintain one verb tense, especially in summaries.
- ☐ I express similar ideas using parallel construction.

Ideas

- ☐ I used brainstorming and a concept map or outline to create and organize my ideas.
- ☐ My report is clear and focused. I stay on topic.
- ☐ I can summarize my topic in just a few sentences.
- ☐ I understand my topic and could explain it to someone else easily.
- ☐ Details in my report give the reader important information.
- ☐ My ideas relate to one another.
- ☐ I have listened to suggestions from the teacher or peer writers.
- ☐ I have cited my sources correctly and included a References

page.

Organization

- ☐ Ideas are organized in a meaningful way.
- ☐ The sequence of ideas is logical.
- ☐ My introduction is interesting and inviting.
- ☐ My ideas flow from one to another.
- ☐ I used helpful transitions between main points, (e.g., "First of all," or "Similarly").
- ☐ I have a satisfying conclusion.

Punctuation

- ☐ Commas surround parenthetical expressions and appositives.
- ☐ Commas separate the items in a series.
- ☐ A comma precedes "and" or "but" when introducing an independent clause.
- ☐ A comma follows an introductory word or phrase.
- ☐ A semicolon connects two sentences.
- ☐ Closing quotation marks always follow commas or periods.
- ☐ A question mark follows closing quotation marks unless part of quoted material.
- ☐ Apostrophes are used correctly to show possession or to create contractions.
- ☐ A period, question mark, or exclamation mark ends every sentence.
- ☐ Long quotations are set off (e.g., indented on both sides, single spaced, and/or italic font) from the text that is not a quote.
- ☐ Citations use the prescribed format including correct capitalization, punctuation, and italicization.

Word Choice

- ☐ The language I use expresses voice.
- ☐ I use descriptive words (adjectives and adverbs) often.
- ☐ I use my own words or enclose other's words in quotation marks.
- ☐ I use strong, active verbs.
- ☐ I use synonyms and different verbs to add variety.
- ☐ My pronouns match the nouns to which they refer.
- ☐ I omitted needless words from the first draft.

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